

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: State Museum Director

Class Code: 30745

A. Purpose:

Directs a state museum by managing the preservation, storage, and exhibition of state collections to present an accurate portrayal of South Dakota's heritage to museum visitors and to protect collections for future generations.

B. Distinguishing Feature:

The State Museum Director manages the operations and work of a state museum and personnel, including curators and museum assistants who are responsible for or assist in designing exhibits, cataloging and caring for collection and conducting educational programs; prepares budget recommendations and grant proposals for approval by their supervisor; directs museum functions; and approves acquisitions, preservation.

Museum Technicians catalog and inventory acquisitions, conduct preservation activities, perform conservation techniques, and install museum exhibits.

Museum Guides provide information to visitors, maintain security of exhibits, conduct tours, collect admission fees, and keep records of visitor numbers.

Museum Curators design and oversee the production of exhibits, research and prepare collections, determine significance of collections and whether they should be added to the state's collection, and develop educational programs on South Dakota's heritage.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Plans and implements current and long-range program activities to establish goals for the staff of the state museum.
2. Monitors state and federal legislation and rules promulgation to be aware of any developments in rules and regulations that will affect state museum.
3. Prepares state museum budget and supplementary federal and other grant programs, monitors and approves the expenditure of state and federal funds to ensure that funds are effectively allocated.
4. Writes grant proposals, prepares contracts, and monitors program projects to raise funds for museum development and to assure compliance with established standards.
5. Prepares and approves progress and fiscal reports to comply with state and federal requirements.
6. Promotes cultural preservation concepts and education for individuals, groups, schools and organizations to provide information about and encourage conservation and appreciation of South Dakota's cultural resources.
7. Interviews, hires, trains, assigns work and appraises performance of subordinates to ensure that goals of Historical Preservation Center are realized.
8. Performs other work as required.

D. Reporting Relationships:

Reports to an administrative director.

E. Challenges and Problems:

Challenged by the difficulty of complying with federal rules and regulations. this is difficult because they are often interpreted differently by federal agencies.

Typical problems include establishing goals for subordinates that will best serve the needs of the program; working within legally established deadlines; maintaining an effective work relationship with staff at the National Park Service and other state and federal agencies; effectively communicating with a variety of people with different backgrounds and interests; resolving conflicts between agencies, local governments, groups or individuals; and allocating scarce resources in a manner that will achieve the most effective results.

F. Decision-making Authority:

Decisions made include setting priorities to meet goals or objectives

Decisions referred to a superior include how to handle unusual problems; decisions about the National Registry; and final decisions on hiring, firing, expenditures, and grant awards.

G. Contact with Others:

Daily or weekly contact with Historical Preservation Center staff to share information and provide instructions and assistance; with the public to provide and obtain information; with federal and state cultural resource administrators to discuss compliance procedures and to negotiate problems and conflicts.

H. Working Conditions:

Works in a typical office environment.

I. Knowledge, Skills and Abilities:

Knowledge of:

- state and federal regulations that relate to historic preservation and cultural resource management;
- South Dakota archaeology, architecture, prehistory, history, and geography;
- state administrative procedures and policies;
- management and fiscal techniques.

Ability to:

- give and follow written and oral instructions;
- communicate information clearly and concisely;
- interpret legal requirements;
- analyze information to determine whether it meets established criteria;
- deal tactfully with others and organizations;
- negotiate solutions to conflicts;
- supervise;
- evaluate possible approaches and select the most effective;
- establish priorities to allocate limited resources.